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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 7 June 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #23  
1 June through 7 June 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Management Training

(1) The experimental program for SR Division has so far proceeded smoothly, with evidence of sustained interest from the participants. This program, being part-time, appears less satisfactory as a means for communicating ideas within an organization than the full-time, one-week conference at [redacted]. As it has developed so far, the SR Division Program closely resembles the Basic Management Course, speeded up and compressed, and with a higher proportion of GS cases.

(2) Basic Supervision #21 began Monday, 4 June, with eighteen supervisors, GS-9 to GS-11. They are from the following components: DDP, 5; DDI, 6; and DDS, 7.

b. Basic Orientation

(1) Basic Orientation #30 began on Monday, 4 June. Total enrollment is 57, of which 38 are from the DDI, 14 from the DDS, 3 from the DDP, and 2 from the National Security Agency.

(2) [redacted] reported to the 17 week Operations Course on 4 June.

c. Clerical Training

(1) During the week of 29 May there were 39 people in Clerical Induction Training; Clerical Orientation was not conducted.

(2) Clerical Refresher #60 began on 4 June with 46 students from the following components: DDP, 17; DDI, 14; DDS, 14; DCI, 1.

(3) [redacted] has been enrolled in the four-week Shorthand Theory Review Course beginning 4 June.

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JOB NO. 58-06637A BOX NO. 5 FLD NO. 1 DOC. NO. 1 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST 22  
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d. Instructor Training

An Instructor Training Course is being conducted for two Agency employees from 4 through 8 June.

e. Administrative Training

The eighth DDS Cable Refresher was presented 5 June for personnel from Commercial Staff and General Counsel. This was the final course in which [ ] will actively participate; the remaining presentation to Communications personnel will be conducted by [ ]

f. Orientation and Briefing

(1) Chief/OB/BS has received a special request from Lt. Colonel Arntz of the Strategic Intelligence School asking that he prepare a special presentation for the Reserve Officer Program to be conducted by the School. The request for Agency speaker participation in this class has also been received.

(2) On 29 May the 23rd CIA Review Program was conducted for 23 people.

(3) [ ] Chief, FE, has agreed to present the Bon Voyage Statement at the next Dependents' Briefing which will be conducted on 11 and 12 June. There is a strong possibility that Mrs. Dulles and/or Mrs. Cabell will attend this Program.

(4) The Office of Security has requested that a special program be conducted on 20 June for personnel connected with [ ]

g. Visual Aids Section

The weekly activities report of the Visual Aids Section is attached.

h. Persomnel Notes

(1) [ ] is now the Management Training secretary. Effective 4 June [ ] transferred to the Office of C/BS.

(2) [ ] resigned from the Agency on 1 June.

(3) [ ] is on military leave 4-15 June.



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